

CONFIDENTIAL

*Bldg & Cr. 3-1
(General)*

1. DD/I 2/20 /s/AvS
2. DD/S 2/28 /s/RBF/p
3. **Director of Logistics**
Room 1C-50, Quarters Eye

2 to 3:

One more complaint about dirty floors. Perhaps some portions of our recent report to the Executive Director on the general cleaning and building maintenance situation might be of interest to Dr. Wheelon.

Please prepare an appropriate reply for Mr. Lloyd's signature.

/s/
RBF

EA-DD/S:RBF:fp

Distribution:

- O - Addressee w/O DD/S 63-0846
- 1 - DD/S chrono
- 1 - DD/S subject w/cc DD/S 63-0846

DD/S 63-0846 - Memo dtd 18 Feb 63 to DD/S thru DD/I fr AD/SI,
subject: "Cleaning Services"

18 FEB 1963

MEMORANDUM FOR: Deputy Director, Support

THROUGH: Deputy Director, Intelligence 13/6005 2/20/63

SUBJECT: Cleaning Services

1. In September 1962, it was requested that arrangements be made to have the floors cleaned in the area occupied by the Office of Scientific Intelligence and it was pointed out that the cleaning schedule not only was inadequate but was not being maintained.

2. The extremely dirty floors within the corridors and offices are a constant source of irritation to our employees and it is a condition which is difficult to explain, particularly in a new building. This condition, along with the unresolved heating problem, is seriously affecting the morale of our employees.

3. If there are extenuating circumstances causing this condition, employees should be informed why action is not being taken to make their working environment more satisfactory.

4. It is requested that this office be advised what action will be taken to alleviate this condition.

STATINTL

ALBERT D. WHEELON
Assistant Director
Scientific Intelligence

LEB 58 5 58 BW.23

0-0012